

INDIAN AFFAIRS MANUAL

Part: 45

Job Placement and Training

Chapter: 1

Employment Assistance and Vocational Training

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1.1 Purpose. The purpose of this chapter is to provide Indian Affairs personnel with guidance on the administration of vocational training and direct employment assistance programs.

1.2 Policy. It is the policy of Indian Affairs to provide vocational training and employment assistance to Indians to improve skills, provide increased employment opportunities, and reduce reliance on welfare programs.

1.3 Authority.

A. 25 U.S.C. § 309, Indian Adult Vocational Training Act of 1956, Public Law 84-959, 70 Stat. 986 as amended by Public Law 88-230, 77 Stat. 471; and

B. 25 CFR §§ 26-27, Employment Assistance for Adult Indians and Vocational Training for Adult Indians.

1.4 Responsibilities.

A. Chief, Division of Employment Development

(1) Develops policies, procedures, and standards for operation of the employment assistance and adult vocational training programs;

(2) Provides guidance and assistance as requested to Areas, Agencies and tribes operating employment assistance and adult vocational training programs;

(3) Conducts oversight of private contractors who provide specialized training and job assistance to Indians; and

(4) Prepares statistical performance information.

B. Area/Agency Vocational Training Staff

(1) Provide technical assistance to tribes in the operation of adult vocational training programs, as requested or required;

(2) Assist individuals in completing the application form in Illustration 1 or refer individual to tribal office if program is contracted;

(3) Work with local vocational training institutions to ensure suitability of coursework and review prospects for suitable employment upon completion of various vocational programs;

(4) Determine reasonableness of cost for training and other expenses to be incurred during training such as room and board if student will be attending training away from home;

(5) Provide counseling services to students before, during, and after training;

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(6) Review applications for initial request for training and verify information contained in applications;

(7) Approve or reject training applications based on available funding and student need;

(8) Provide job placement assistance upon completion of training if training institution does not have a job placement program;

(9) Actively recruit individuals who may be eligible for assistance;

(10) Ensure grade reports are received from each client at the end of each grading period and review the reports for adequate progress and passing grades;

(11) Maintain files and records on each client; and

(12) Submit quarterly status report, as shown in Illustration 2, to the Chief, Division of Employment Development.

C. Area/Agency Employment Assistance Staff

(1) Provide technical assistance to tribes in the operation of employment assistance programs, as requested or required;

(2) Provide comprehensive career guidance and counseling services;

(3) Assist individuals in completing the application form, as shown in Illustration 1, or refer individual to tribal office if program is contracted;

(4) Review applications for initial request for services in accordance with client career decisions and eligibility criteria, and verify employment and other information contained in applications before providing employment assistance services;

(5) Make referrals to post-secondary and adult education programs, as appropriate;

(6) Work with local public and private employers, state employment offices, and other employment resources to identify job openings and entry hiring qualifications and make arrangements to refer clients as they become eligible for job placement assistance;

(7) Actively recruit individuals who may be eligible for assistance;

(8) Maintain files and records on each client; and

(9) Submit quarterly status report, as shown in Illustration 2, to the Chief, Division of Employment Development.

1.5 Adult Vocational Training.

A. Grants will be awarded based upon need and available funding. Vocational training grants are awarded for the length of the training program, not to exceed 2 years, as long as the student demonstrates adequate progress. A one-year extension may be granted for registered nurse training.

B. At the discretion of the Bureau, funding can be provided for:

- (1) Transportation to training site;
- (2) Subsistence while en route to training site;
- (3) Tuition;
- (4) Personal appearance items such as clothing and shoes;
- (5) Housing and housewares;
- (6) Shipment of household goods, if reasonable and minimal;
- (7) Childcare;
- (8) Emergency needs;
- (9) Job placement; and
- (10) Professional counseling.

1.6 Employment Assistance.

A. Assistance will be provided until the individual receives the first paycheck from employment or until it is determined that further assistance would not result in the individual finding a job.

B. At the discretion of the Bureau, funding can be provided for:

- (1) Transportation costs;
- (2) Fees for job placement agencies;
- (3) Personal appearance items such as clothing and shoes;
- (4) Housing and food;
- (5) Professional counseling; and
- (6) Equipment needed to perform trade, such as protective eyewear and uniforms.

**U.S. DEPARTMENT OF THE INTERIOR
BUREAU OF INDIAN AFFAIRS**

APPLICATION FOR TRAINING OR EMPLOYMENT ASSISTANCE

Social Security No. _____ - _____ - _____

INFORMATION RECORD

Name (Last, First, Middle Initial)	Mailing Address: Telephone No. ()	Date of Birth:
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Veteran

____ Yes
____ No

Marital Status

____ Single ____ Married ____ Widowed
____ Divorced ____ Separated

Number of Dependents

Dependents _____
Children in School _____

Applying for

Vocational Training _____
Direct Employment _____
Other _____

Request

Initial _____
Repeat 1 2 3
 (Circle)

Agency

_____ Area _____

In Case of Emergency

Name: _____
Address: _____
Telephone No. _____

Education:

Highest Grade Completed: _____ Schools attended and Date(s): _____

Type of Training or employment you are interested in: _____

Do you have any physical limitations that would interfere with your training or employment? Yes ____ No ____

If yes, please explain _____

Have you had previous training? Yes ____ No ____

If yes, please explain _____

Training or Employment Location Desired: _____

For Training:

Course No. and Title: _____

School and Address: _____

Do you have income from any source? Yes ____ No ____ If yes, please explain _____

EMPLOYMENT RECORD: (List your three most important periods of employment.)

From: _____ To: _____ Employer Name and Address: _____

Job Title: _____ Description and Duties: _____

Reason for Leaving: _____

From: _____ To: _____ Employer Name and Address: _____

Job Title: _____ Description and Duties: _____

Reason for Leaving: _____

From: _____ To: _____ Employer Name and Address: _____

Job Title: _____ Description and Duties: _____

Reason for Leaving: _____

TO BE INITIALED BY APPLICANT FOR TRAINING ONLY:

I hereby apply to attend the school indicated on this application and agree to follow all rules, regulations and attendance requirements of the school and to the best of my ability will satisfactorily complete the course which I have selected. I further agree that the funds issued me for training purposes by the Bureau of Indian Affairs will be so used or repayment will be made to the U.S. Government. I understand that if I am eligible for other training funds, such as Basic Educational Opportunity Grants (BEOG), etc., this will be included when computing my financial aid package and I agree to use those funds for the purpose intended. I authorize the school to release grade, attendance, and income information to the Bureau of Indian Affairs' personnel.

(Initial)

PRIVACY ACT AND PAPERWORK REDUCTION ACT STATEMENT:

1. The authority for solicitation of the information on this form is 25 U.S.C. 13(42 Stat.208) and P.L. 84-959 (70 Stat.986) as amended by P.L. 88-230 (77 Stat. 471, 25 U.S.C. 309).
2. Disclosure of the requested information by the applicant is voluntary, but required to obtain benefit.
3. The purpose of this information collection is to determine your eligibility for services.
4. The routine use of this information is by BIA and school counselors to evaluate your request and to assist you before and during your training. After completion of training, or if this application is for Director Employment, parts or all of the information in your application will be provided to employers who are considering you for employment. The application will be used in a routine manner by counselors working with you who need background information and by those people involved in financial control who need budgeting information contained in the application.
5. Failure to provide requested information may result in a delay or denial in receiving training or job placement assistance you are seeking.

I have read the above statement. I hereby provide the required information and authorize the use of such information to the extent of the uses specified in the statement.

(Applicant Signature)

(Date)

(Interviewer Signature)

(Date)

FOR AGENCY USE

I certify that _____ is _____ degree of Indian blood, member of the _____ tribe and is/is not eligible for training or employment assistance services.

Recommended by: _____

Approved: _____
(Agency Superintendent)

Title: _____

If required, Area Action taken: Approved _____ Disapproved _____ Date: _____

(Area Director)

Paperwork Reduction Act Notice of 1995 (5 C.F.R. Part 1320). This information is being collected to determine the eligibility for vocational training. Response to this request is required to obtain financial assistance services. A person is not required to respond to a collection of information unless it displays a currently valid OMB control number.

Burden Estimate Statement: Public reporting burden for this form is estimated to average 30 minutes per response. Direct comments regarding the burden estimate or any other aspect of this form to the Information Collection Clearance Officer, Bureau of Indian Affairs, 1849 C Street, NW, Washington, D.C. 20240, and the Office of Management and Budget, Paperwork Reduction Project, Washington, D. C. 20503.

EMPLOYMENT ASSISTANCE ACTIVITY REPORT

FISCAL YEAR _____

Area, Agency, Contractor

Quarter Ending

A V T		D E		Other
THIS QTR.	TO DATE	THIS QTR.	TO DATE	

1. APPLICATIONS:

Total Inquiries.....
Applications Received.....
Processed.....
Funded.....
Pending.....

2. TRAINING:

Carryovers.....
New Entries.....
Total Participants.....
Completions.....
Discontinued.....
In Training at End of Quarter.....

3. EMPLOYMENT.....

--	--	--	--	--

4. FUNDS:

Expended.....
Average Client Cost.....
Total Program/Contract.....

5. COMMENTS (Please use separate sheet of paper for your comments.)

EMPLOYMENT ASSISTANCE ACTIVITY REPORT

This statistical data is gathered for preparation of the Budget Justification and for program analysis by Central Office. program analysis. Agencies and Employment Assistance Contractors submit reports to their Area Office responsible for data collection.

DEFINITION OF TERMS

Fiscal Year	Year during which quarterly reports are being prepared.
Area, Agency, Contractor	Organization preparing the report.
Quarter Ending	Quarter for which report is being prepared.
AVT, DE	Adult Vocational Training includes OJT, training in which the Employment Assistance Program was a contributing factor, and job placement after training. Direct Employment includes employment where the Employment Assistance Program was a contributing factor.
Other	Iron Worker Training, United Tribes Technical College, and discretionary use (explain under other).
This quarter	Same as Quarter Ending.
To Date	Cumulative data for fiscal year.
Inquiries	Walk-in, telephone, mail, etc., requesting information about training or employment opportunities .
Applications Received	Total number of applications actually received by the funding agency.
Processed	The total number of applications determined as meeting all eligibility requirements for participation in the program.
Funded	Applications approved and funded for AVT or DE.
Pending	Applications approved but not funded for AVT or DE.
Carryovers	Those in training at the end of the quarter immediately prior to the period being reported.
New Entries	Those who entered training during the period being reported.
Total Participants this QTR	Combine "Carryovers" and "New Entries".
Completions this QTR	Those who completed training during the period being reported.
Discontinued this QTR	Dropped from training and not placed in employment during period being reported.
In Training at End of QTR this QTR	Those who were still in training at end of quarter and expect to be carried over to next quarter.
To Date	Difference between participants and those no longer in program at end of period being reported.
Employment AVT this QTR	Those placed in employment after training including partial completions (not having completed training but placed in employment related to their training during period being reported).
Employment DE this QTR	Placed in employment using the Direct Employment Program. Also, those placed on jobs where employment assistance was a contributing factor for the period being reported (i.e., DE and JTPA joint sponsorship).
Average Client Cost, AVT	Total amount of direct grant to client dollars spent during period being reported, divided by total number of training and employment after training participants during period being reported.
Average Client Cost, DE	Total amount of direct dollars spent on job placement, divided by total number of clients served.
To Date AVT & DE	An overall comparison.
Comments	Use to further define data if necessary including information in the Other column.

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Chapter: 2

Demonstration Programs

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2.1 Purpose. The purpose of this chapter is to provide Bureau personnel with guidance on the administration of grants provided to tribes under the **Indian Employment Training and Related Services Demonstration Act of 1992.**

2.2 Policy. It is the policy of Indian Affairs to encourage tribes to combine job placement and training funds received from the Department of Labor, the Department of Health and Human Services, and the Department of the Interior in order to coordinate services and reduce the administrative costs of such programs.

2.3 Authority. **25 U.S.C. §§ 3402 et seq.,** Indian Employment Training and Related Services Demonstration Act of 1992, Public Law 102-477, 106 Stat. 2302.

2.4 Responsibilities: Chief, Division of Employment Development.

A. Awards grants under the Indian Employment Training and Related Services Demonstration Act of 1992;

B. Provides statistical performance information to funding agencies for inclusion in various reports;

C. Provides technical assistance to tribes which have elected to combine grants under the demonstration program; and

D. Advises tribes which have expressed an interest in the demonstration program of the benefits of combining the administration of programs.

2.5 Demonstration Program Grants.

A. The Demonstration Program allows Indian tribes to combine contracts/grants for the operation of employment assistance, vocational training, and programs from other funding agencies into one program to reduce the overhead costs associated with managing multiple contracts/grants with similar program objectives. This method of providing funds to tribes does not affect the type or delivery of services provided to individuals.

B. The following programs are eligible for combination into a demonstration program grant:

- (1) Department of Labor:
 - (a) Welfare to Work;
 - (b) Summer Youth Program, Title II-B of the Job Training Partnership Act (JTPA); and
 - (c) Native American Program, JTPA, Section 401.
- (2) Department of Health and Human Services:
 - (a) Native Employment Works!;
 - (b) Temporary Assistance to Needy Families; and
 - (c) Child Care and Development Fund, including both discretionary and mandatory funds.

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Demonstration Programs

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(3) Department of the Interior:

(a) Adult Vocational Training;

(b) Direct Employment;

(c) Adult Education;

(d) Higher Education;

(e) Johnson-O'Malley;

(f) Social Services, including General Assistance and Tribal Work Experience Program; and

(g) Tribally designed programs under the Indian Self-Determination Act which relate to employment, training or related services.

C. In accordance with the Act, Tribes which choose to participate in demonstration program contracts must complete the progress report as shown in Illustration 1 and submit the report to the Chief, Division of Employment Development.

D. Tribes will include performance criteria in their grant plan, but the standards will vary depending on what has been negotiated with the Bureau.

P.L. 102-477 DEMONSTRATION PROJECT STATISTICAL REPORT			
Tribe: Name & Address		Report Period	ID Number
		From:	
		To:	
I. People Served/Outcomes (Employment & Training Services)			Number
A. Total Participants			
1. AFDC Participants			
B. Total Terminations			
1. Entered Unsubsidized Employment			
2. Completed Education/Training Objective			
3. Completed Other Plan Objective			
4. Other Terminations			
C. Total Current Participants			
II. Terminee Characteristics			
Characteristic	Number	Characteristics	Number
Male		High School Grad/GED	
Female		Post-High School	
Youth (14-21)		Barriers to Employment	
Adults (22 and over)		BIA General Asst. Recipient	
Dropouts		Veteran	
Students			
III. Program Activities and Services			
Activity	Number	Activity	Number
Classroom Training		Families Receiving Child Care	
On-the-Job Training		Children Receiving Child Care	
Supported Work Services		Ages 0 - 3 years	
Supportive Services		Ages 4 - 5 years	
Other Tribal Services		Ages 6 years and over	
Name of Tribal Contact Person for This Report		Phone Number	Date

Instructions for Completing the P.L. 102-477 Demonstration Project Statistical Report

The term “program” and P.L. 102-477 “project” are used interchangeably in the instructions that follow.

Identification Section

Provide the name and mailing address of the tribe, along with the report period and identifying number, if any, assigned by the relevant BIA grant or contracting officer.

I. People Served/Outcomes Section

This section covers both youth and adults receiving employment, training or education services. It does not include children provided with child care services.

- A. For purposes of this report, a participant is a person determined to be eligible for participation in the tribe's P.L. 102-477 project and who has begun to receive services, including formal assessment or employability planning services.

An AFDC participant is a participant who either was receiving AID to Families with Dependent Children (AFDC) assistance at the time of entry into the program or who receives AFDC during the time of participation in the program.

- B. For purposes of this report, “termination” includes any participant who has completed his or her program of services under the P.L. 102-477 project. The information recorded regarding the outcome for such a terminnee can be recorded at any point in the 90 day period following the person's termination from the program.

- (1) Entered Unsubsidized Employment is any job placement in a position not supported with funds from the program and not part of a supported work assignment. It can include self-employment.
- (2) Completed Education/Training Objective is the termination of a person who does not enter unsubsidized employment and does not complete any education or training objectives, but does successfully complete one or more of the objectives in the person's employability plan related to education or job-specific skill training.
- (3) Completed Other Plan Objective is the termination of a person who does not enter unsubsidized employment and does not complete any education or training objectives, but who successfully completes one or more of the other objectives of their participation as specified in the person's employability plan.
- (4) Other Terminations are terminations which cannot be classified into either of the three other categories.

Items I.B.(1), I.B.(2), I.B.(3) and I.B.(4) must total the same number as in Line I.B. Items I.B. and I.C. must total the same number as in Line I.A.

II. Terminee Characteristics

This section is used to record the characteristics of those persons who terminated from the program during the report period.

- S A “Dropout” is a person not attending school at the time of entry into the program and who does not have a high school diploma or GED.
- S A “Student” is a person who does not have a high school diploma or GED, but who is attending school at the time of entry into the program.
- S A “High School Graduate/GED” individual is one who, at the time of entry into the program, does have a high school diploma or GED, but who has not had any formal post-secondary education.

- S A "Post-High School" person is one who, at the time of entry into the program, has had formal post-secondary education.
- S "Barriers to Employment" include a person's situation as an ex-offender, a substance abuser, one with an intermittent work history, one with a history of dependence on public assistance or another type of condition which makes it unlikely that the person would be able to successfully compete for an employment opportunity against other applicants without such barriers.

The total number of persons in all of the educational categories will equal the total number of terminees.

III. Program Activities and Services Section

This section is used to record the services which all participants are receiving or have received during their participation in the program. A person may be counted once for each category of services they receive during the reporting period.

- S Classroom training is any education or vocational training service normally conducted in a formal classroom setting. It includes adult basic education, GED preparation, post-secondary education, vocational education and training in job-specific skills.
- S On-the-job training is training conducted at a work site where the employer is reimbursed for such training through a formal contract with the program.
- S Supported work services involve work experience and training at a work site where the employer is not reimbursed for such services through a formal contract with the program. This includes work experience where the participant is paid directly by the program, as well as unpaid work experience for persons on public assistance.
- S Supportive services include such services as transportation, child care, work clothes and tools or similar services necessary to enable the participant to take part in the program, to seek employment or to adjust to a new job.
- S Other tribal services are services provided other than those described above. One example of such services would be those provided through a Tribal Employment Rights Office.
- S Families receiving child care is a count of the total number of family units provided with child care services which are funded through the tribe's approved P.L. 012-477 budget or which are funded as a result of the person's status as a present or former AFDC recipient (i.e., JOBS child care or transitional child care).
- S Children receiving child care is a count of the total number of such children served. The three age categories will add up to the total number of children shown receiving child care. These child care services include any such services provided through the program, regardless of whether the program's P.L. 012-477 budget includes funds from formal child care programs, such as the Child Care and Development Block Grant program. Note the requirement for additional details on child care described in the instructions for the narrative portion of the P.L. 012-477 report.